UNITED
NATIONS

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Secretariat

ST/IC/1995/41
28 June 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: SHARING WORDPERFECT DOCUMENTS

1. The purpose of the present circular is to inform staff of the hardware and software required to share documents created using WordPerfect software. The microcomputers installed across the Organization range in size from the older, 286-type, personal computers to newer models, currently as large as 586 machines. This range has resulted in the simultaneous use of different versions of the WordPerfect software which, in turn, complicates sharing documents among users with different level machines.

2. The following table lists the versions of WordPerfect that are currently supported at Headquarters, their operating system, hardware requirements and file compatibilities:

Documents created in	Can be used in	Operating system required	Minimum hardware required
WordPerfect 5.1	WP5.1Plus, WP5.2Plus, WP6.1	DOS	286 machines or higher
WordPerfect 5.1Plus	WP5.1, WP5.2Plus, WP6.1	DOS	286 machines or higher
WordPerfect 5.2Plus	WP5.1, WP5.1Plus, WP6.1	Windows	386 machines or higher, with at least 4 mb of RAM
WordPerfect 6.1	WP5.1Plus, WP5.2Plus	Windows	486 machines or higher with at least 8 mb of RAM
WordPerfect 6.1, if saved as WP5.1	WP5.1		

95-19325 (E) 030795 060795

3. Since WordPerfect 5.1 is still being used widely at Headquarters, it is the responsibility of WordPerfect 6.1 users to ensure that files intended to be shared contain only those features that are available in WordPerfect 5.1 and that these files are saved in the WordPerfect 5.1 format. Outside agents and vendors should also be made aware of the requirement that electronic files intended for the United Nations must be submitted in WordPerfect 5.1 format.

4. WordPerfect 6.1 displays a list of its new features as well as features available in the other versions of WordPerfect in the "Upgrade expert" section of its help menu. For user convenience, these features are listed in the annex to the present document.

ANNEX

Word-processing features available

WordPerfect 5.1/5.1Plus

Advance
Block
Block protect
Bold
Cancel
Center
Columns
Compose
Conditional end of page
Copy
Cursor
Cursor movement
Delete text
Document compare
Editing screen
Endnotes
Envelope macro
Exit
Flush right
Footnotes
Format
Glossary macro
Go to
Graphics
Headers/footers
Help
Indent
Italic
Keyboard layout
Labels macro
List files
Look
Macro define
Macro execute
Margins
Merge
Move
Paragraph numbering
Print
Repeat value
Retrieve
Retrieve into current document
Save
Search
Search and replace
Search next
Setup
Sort
Spell
Styles
Switch
Tables
Text in
Text out
Undelete
Underline
View document
Word count

WordPerfect 5.2/5.2Plus

Block protect
Bold
Button bar
Center
Conditional end of page
Document compare
Endnotes
Envelope macro
File manager
Find files
Foot appearance
Footnotes
Glossary macro
Headers/footers
Index
Italics
Labels macro
Macro play
Macro record
Margins
Merge
Paragraph numbering
Print
Print preview
Replace
Retrieve
Search
Search next
Switch
Table of contents
Tables
Underline
Widow/orphan
Word count

WordPerfect 6.1 (new features)

Abbreviations
Bar codes
Bookmarks
Border - columns
Border - page
Border - paragraph
Bullets and numbers
Coaches
DDE links
Delay codes
Drop caps
Fax
Feature bars
Graphics
Grammatik
Hidden text
Hypertext
Linking and embedding
Make it fit
Power bar
Preview box
Quick correct
Quick finder
Quick format
Quick list
Quick menus
QuickStart coach
Redo
Send
Sound clips
Styles
Subdivide page
Templates
TextArt
Tool bar
Undo
Watermarks
Zoom

UNITED
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Secretariat

ST/IC/1995/42
5 July 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: UNITED STATES IMMIGRATION AND NATIONALITY TECHNICAL CORRECTIONS ACT OF 1994

1. The purpose of the present circular is to inform interested individuals about an important change in the United States laws relating to nationality and naturalization.

2. The Immigration Reform and Control Act of 1986 (hereinafter "IRCA of 1986"), inter alia, established a "special immigrant" category for former G-4 officials or employees, their spouses or surviving spouses and eligible dependants (see information circular ST/IC/87/16 and Corr.1).

3. The 1988 Immigration Technical Corrections Act introduced certain clarifications to the IRCA of 1986 (see information circular ST/IC/89/7).

4. The Immigration and Nationality Technical Corrections Act of 1994 (Public Law 103-416), which entered into force on 25 October 1994, deleted the deadline of 31 December 1992 for the filing of petitions for "special immigrant" status provided for in the IRCA of 1986.

5. As a consequence of the deletion described above, the table set out in the Annex to the present circular supersedes the table annexed to information circular ST/IC/89/7 dated 17 January 1989. Other than as herein indicated, the information set out in information circulars ST/IC/87/16 and Corr.1 and ST/IC/89/7, which, inter alia, provides general information on the IRCA of 1986 and the procedures whereby the Organization certifies G-4 status, remains valid.

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Annex

SUMMARY OF PROVISIONS OF THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 AND THE IMMIGRATION TECHNICAL CORRECTIONS ACT OF 1988, AS AMENDED BY THE IMMIGRATION AND NATIONALITY TECHNICAL CORRECTIONS ACT OF 1994, RELEVANT TO PERSONS ON OR FORMERLY ON G-4 VISAS AND CERTAIN OF THEIR RELATIVES

Category	Required residence and physical presence in the United States	Application deadlines: Later of	United States Code Section
A. Eligible for new "special immigrant" status:			
(1) Unmarried son or daughter of official on G-4 visa	On a G-4 or N visa: (a) 1/2 of the 7 yrs. before date of application; and (b) 7 yrs. a/ b/ between ages 5 and 21	(a) 24 April 1989; or (b) 25th birthday	1101(a)(27)(I)(i) d/
(2) Surviving spouse of deceased official formerly on G-4 visa	On a G-4 or N visa: (a) 1/2 of the 7 yrs. before date of application; and (b) 15 years a/ before death of official	(a) 24 April 1989; or (b) 6 months after death of official	1101(a)(27)(I)(ii) d/
(3) Retired official formerly on G-4 visa	On a G-4 visa: (a) 1/2 of the 7 yrs. before date of application; and (b) 15 years a/ before date of retirement	(a) 24 April 1989; or (b) 6 months after retirement	1101(a)(27)(I)(iii) d/
(4) Spouse of a retired official granted special immigrant status under A(3), who accompanies or follows official as member of immediate family	None	None	1101(a)(27)(I)(iv)
B. Eligible for new "N" category non-immigrant visa:			
(1) Parent of child granted special immigrant status under A(1), until child becomes 21	None	None	1101(a)(15)(N)(i)
(2) Child, until age 21, of parent who is granted: (a) "N" visa under B(1); or (b) Special immigrant status under A(2), (3) or (4)	None None	None None	1101(a)(15)(N)(ii)
C. Other new eligibilities for immigrant status:			
(1) "Illegal" alien (e.g., perhaps one who stayed in the United States in spite of expiration of G-4 visa but is not eligible under A(1)-(4))	(a) Continuous illegal residence c/ in the United States since at least 31 December 1981 until date of application for "special temporary legal" status; and (b) Continuous physical presence in the United States from 6 Nov. 1986 until date of application	(a) For "special temporary legal" status for a one-year period beginning 5 May 1987 (b) For immigrant status After at least 18 months in status (a)	1255A
(2) Alien of "good moral character"	Continuous residence c/ in the United States on any basis (including a G-4 or N visa) since at least 31 December 1971 until date of application for immigrant status	For immigrant status No deadline	1259 (amended)

a/ These amounts are totals, and need not constitute a continuous period. They can include reasonable periods the person was absent from the United States on official business or on customary leave, as long as the duty station and residence were maintained in the United States.

b/ Does not include periods of enrolment in a school outside the United States.

c/ Does not require continuous physical presence in the United States.

d/ As amended by Section 2(a) of the Immigration Technical Corrections Act of 1988.

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ST/IC/1995/43
6 July 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR ARABIC VERBATIM REPORTERS

1. A competitive examination for Arabic verbatim reporters will be held on 19 December 1995 in New York, Cairo, Geneva, Vienna and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for Arabic verbatim reporters will be filled. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur in the Arabic Verbatim Reporting Section, Interpretation, Meetings and Documentation Division, on the recommendation of the Office of Conference and Support Services of the United Nations Secretariat in New York. Verbatim reporters are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations as well as staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered outside candidates for the purpose of this examination. The assignment of staff members who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 3 (f), 11 and 12 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language; 1/

(b) Have a perfect command of Arabic and an excellent knowledge of English. Knowledge of additional official languages of the United Nations would be considered an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates'

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claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree from a university or institution of equivalent status at which Arabic is the language of instruction;

(d) Have three years of experience in verbatim reporting. The Board will also consider candidates who have three years of professional experience in journalism, interpretation, translation, editing or a related field. For the purposes of this examination, proof-reading and transcription will be considered related fields;

(e) Have word-processing skills or be subject to conditions set out in paragraph 3 (f) below. Staff members selected to fill vacancies will be required to operate a dictaphone and, while listening intermittently, to type out the text of a recorded speech using a dictaphone and a word-processor. Candidates who have demonstrable word-processing skills should indicate their keyboard spe l in paragraph F of the attached application;

(f) U. : completion of a training period, staff members selected to fill vacancies who did not successfully complete the word-processing skills test at the time of the interview will be required to demonstrate their word-processing skills before they can be confirmed in their verbatim-reporting functions.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status at which Arabic is the language of instruction may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications for the examination will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of four papers:

I. Translation into Arabic of an English text (1 hour and 30 minutes);

II. Editing of a text in Arabic to bring it into conformity with the original English version, which will be made available to the candidates (2 hours);

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III. Editing of and making the necessary logical and stylistic corrections to an original Arabic text (1 hour);

IV. (Optional) Translation into Arabic of one text chosen by the candidate from a total of four texts in Chinese, French, Russian or Spanish (1 hour).

7. The use of a dictionary or any other reference material will NOT be permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The Board will interview each candidate to assess professional experience, knowledge of the United Nations and current events, willingness to serve at any duty station, adaptability to the prevailing working conditions of service in the Verbatim Reporting Section and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. Candidates invited to the interview who have indicated word-processing skills will be requested to type out on a word-processor, from a dictaphone recording, one original 10-minute taped speech delivered in Arabic (one hour). No changes are to be introduced in the text. Successful candidates who do not successfully complete this word-processing skills test are subject to conditions set out in paragraph 3 (f) above.

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board does NOT release individual scores.

11. Staff members selected to fill vacancies will be assigned as Arabic verbatim reporters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 level will be assigned at their respective levels.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully (including conditions set out in paragraph 3 (f) above) and are recommended by the Office of Conference and Support Services and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully (including conditions set out in paragraph 3 (f) above) will be confirmed in their verbatim-reporting functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

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13. Arabic verbatim reporters are assigned, as members of a team, to meetings of various United Nations bodies and are required to prepare from sound recordings verbatim records of speeches delivered in Arabic or of simultaneous interpretation into Arabic of speeches made in other official languages of the United Nations. In preparing records, verbatim reporters must check for accuracy and make the necessary changes of style, syntax and grammar. For such editing, verbatim reporters must compare their texts with those transcribed in the original language of the speech or with the corrected version in another official language, with a view to producing records reflecting accurately and completely the spirit as well as the letter of the proceedings. In order to ensure such accuracy and completeness of the records, translation constitutes a major component of the work of Arabic verbatim reporters.

14. In order to service meetings of the Security Council, verbatim reporters are often called upon to work outside normal working hours, including weekends and holidays.

15. Staff members from Headquarters applying for the examination should complete the attached form and submit it to the following office NOT LATER THAN 30 October 1995:

1995 Competitive Examination for Arabic Verbatim Reporters
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, N.Y. 10017
Fax: (1-212) 963-3683

16. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations before 30 October 1995, the deadline for receipt of applications in the Recruitment and Placement Division.

17. Staff members working at the United Nations Office at Geneva should address their applications to:

1995 Competitive Examination for Arabic Verbatim Reporters
Secretariat Recruitment Section
Office 266
United Nations Office at Geneva
CH-1211 Geneva 10, Switzerland
Fax: (41-22) 907-0006

18. Staff members may obtain copies of model examination papers from the Examinations and Tests Section, room S-2575, United Nations Secretariat, New York, N.Y. 10017. Staff members working at the United Nations Office at Geneva may obtain copies of model examination papers from the Training and Examinations Section, room 4, Le Bocage.

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to edit. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1995 COMPETITIVE EXAMINATION FOR ARABIC VERBATIM REPORTERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)? _____

What is your main language? 4/ /_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution/ Place and country	Language of/ instruction	Attended from/to month/year month/year	Degree 6/ or/ equivalent	Main field of study

D. Secondary school qualifications

Name of institution/ Place and country	Language of/ instruction	Attended from/to month/year month/year	Certificate / or equiv. 6/	Main field of study

E. Describe work experience (giving dates and length of time) in journalism, translation, editing, transcription, proof-reading or related fields

/...

F. Please

(a) Indicate your keyboard speed _____;

(b) Indicate your choice of languages for part IV of the written examination (see para. 6 of ST/IC/1995/43) _____.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1995/43 and I understand that if I am successful in the competitive examination for Arabic verbatim reporters and recommended for inclusion in the roster, my assignment as an Arabic verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 11 and 12 of that circular.

Date: _____ Signature: _____

Notes

1/ Staff members applying for this examination MUST complete this section. In addition, staff members MUST attach written proof of claimed secondary educational qualifications from establishments at which principal language of instruction is Arabic. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G-to-P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member for completion and resubmission within the deadline for receipt of applications in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of application in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

3/ Please indicate department/office, e.g., OCSS, OPPBA, DPI, UNOG, UNOV or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to edit. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of this circular.

6/ Give exact name and title in original language. Do not translate or equate. Copies of university degrees must be attached.

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ST/IC/1995/44
13 July 1995

ENGLISH ONLY

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN*

1. The After-School Recreation and Study Programme is open to 5- to 11-year-old children whose parents work at the United Nations. Conducted under the auspices of an independent Board of Trustees, the Programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 25 years ago to assist working parents who were not in a position to provide after-school care for their young children, the Programme enjoys limited subsidies which make it possible to open it up to parents at the cost of $500 per child per semester. This fee represents only a part of the actual cost per child incurred by the Programme. Special family circumstances will be taken into consideration for those families with a net joint income below $30,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The autumn 1995 semester will run from Monday through Friday, beginning Monday, 11 September 1995, from 3.15 p.m. to 6.15 p.m. Although transportation will be provided from the United Nations International School building at 25th Street to the DC-2 building, 45th Street entrance (330 East 45th Street), other arrangements will have to be made for children coming from other schools.

4. Interested parents are invited to complete the attached application form and return it no later than 18 August 1995 to room DC2-839.

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* Personnel Manual index No. 13000.

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5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. If parents do not wish to do so, then they must make other arrangements to have their children cared for and supervised. The Secretariat building, DC-1 and DC-2 buildings do not have space for children to be present outside this Programme.

6. For further information, please call extension 3.8730.

APPLICATION FOR THE AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN

Autumn semester 1995

Renewal ( )

New application ( )

INSTRUCTIONS: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.					
2.					
3.					

While the Programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay for each child $500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000.

How many persons does your family salary provide for? _____

Is your net family income* above $30,000? Yes/No

You may be asked to provide supporting information at a later date.

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. There will be a late fee of $50.

The hours are from 3.15 p.m. to 6.15 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest at 6.15 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

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* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.

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ST/IC/1995/45
13 July 1995

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: TRANSPORTATION STRIKE

1. Staff members should be aware of the possibility of a transportation strike by Metro-North Railroad as of midnight, Saturday, 15 July 1995. Although it is hoped that the strike will not materialize, in the event that it does the following information should be observed.

2. United Nations experience during a similar strike indicated that there was a very low percentage of staff absences. Staff members whose commuting may or will be affected by the strike are expected to report to duty by making alternative transportation arrangements. Absences will be charged to annual leave in accordance with the relevant staff rule.

3. It is suggested that staff members who have access to public transportation that will not be affected by the strike should use those facilities and avoid driving to work in order to alleviate congestion in the United Nations garage. Staff members who have parking medallions or permits and who regularly drive to work are urged to assist their colleagues with car pools.

4. Thank you for your cooperation.

95-20898 (E)